



CERTIFIED INSTALLER APPLICATION

INDIVIDUAL

OFFICE OF HOUSING, BUILDINGS & CONSTRUCTION

MANUFACTURED HOUSING

101 SEA HERO ROAD, SUITE 100

FRANKFORT KY 40601-5405

502-573-1795 FAX 502-573-1004

This application must be COMPLETED in detail. No application shall be reviewed unless the instructions are complied with. All statements made herein are subject to the penalties of perjury as set forth in the Certificate at the end of the application.

"Applicant", as used in this application, means an individual who qualifies himself and/or the company for which the applicant works.

An installer of manufactured or mobile homes shall be required to renew their certification annually, (all certificates expire on applicants birth month of each year), in accordance with 815 KAR 25:080.

Check All That Applies

1. Initial applicant for Individual Certified Installer:

Name: _____ Social Security #: _____ Birth date: _____ ☐

FEE FOR CERTIFIED INSTALLER WILL BE DUE UPON COMPLETION OF TESTING IN FRANKFORT

2. Certified Manager/Owner:

Name: _____ Social Security # _____ Birth date: _____ ☐

Business Name: _____ County _____

FEE FOR CERTIFIED MANAGER/OWNER: (enclosed) \$ _____ Check # _____ ☐

Please use the prorated chart enclosed for your fee amount. (see Payment Option Page enclosed).

Must attach a copy of your Certificate of Achievement from the 15 hr. Installer class ☐

Must attach a completed Journeyman Verification Training Form (not required for Cert. Mgr/Owner) ☐

Proof of Worker Compensation Insurance or a Notarized Waiver of exemption.

Home Mailing Address: _____

Street _____ City _____ State _____ Zip _____
County: _____ Home Phone: _____

THIS SECTION MUST BE INITIALED:

____ (Initial) I am not in default of any student loans backed by the KHESS (Kentucky Higher Education Assistance Authority). I understand that if I am in default of any student loans backed by KHEAA, I cannot receive a **Kentucky Certified Installer or Certified Manager/Owner Certification** at this time.

____ (Initial) I confirm that all information contained in and submitted with this application is current and true to the best of my knowledge.

The undersigned is the applicant and has read the statement contained in this application and states that the same are true and correct. The statements made herein are made under full and complete knowledge that fraudulent or misleading statements may be grounds for suspension, revocation or denial of the certificate for which this application is submitted. The application hereby certifies compliance with 815 KAR 25: 080.

Signature of Applicant

Date

Complete only if Certified Manager/Owner is applied for:

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

County: _____ Phone: _____

Current Dealer License #: _____ Sales & Tax Permit #: _____

INSTALLER TRAINING VERIFICATION FORM

(Required by 815 KAR 25:080 Section 2 (d) (1)(2)(3))

(d) Provide written proof of regularly assisting in site preparation and installation functions:

1. Under the supervision of a certified installer
2. For at least sixty (60) days; and
3. On at least five (5) homes

Your Name: _____

Certified Installer you are working under: _____

Certification #: _____ Expiration Date: _____

Begin Training Date: _____

End Training Date: _____

List 5 homes that you participated in the set up of while working under the above mentioned Certified Installer.

(1)

Begin Date: _____ End Date _____

Serial # _____ HUD Label _____

Consumer Name: _____

Home address: _____

(2)

Begin Date: _____ End Date _____

Serial # _____ HUD Label _____

Consumer Name: _____

Home address: _____

(3)

Begin Date: _____ End Date _____

Serial # _____ HUD Label _____

Consumer Name: _____

Home address: _____

(4)

Begin Date: _____ End Date _____

Serial # _____ HUD Label _____

Consumer Name: _____

Home address: _____

(5)

Begin Date: _____ End Date _____

Serial # _____ HUD Label _____

Consumer Name: _____

Home address: _____





CERTIFIED INSTALLER or MANAGER/OWNER FEE CHART

Use This Chart To Locate The Correct Fee For This Application

For a NEW APPLICATION the fee is based on your birth month and the month in which you apply (see column for New Applicant).

Example: (see highlighted area in the January chart). If you were born in October and you are applying in January, then your application fee is \$174.97. This license would be valid for 21 months, expiring at the end of October the following year. (see chart below).

Your license will be valid for one year and will always renew in your birth month with a renewal fee of \$50.00. Your continuing education will be required prior to your renewal.

If you apply in January

Birth month	Duration (Months)	New Applicant		
January	12	\$100.00		
February	13	\$108.33		
March	14	\$116.66		
April	15	\$124.99		
May	16	\$133.32		
June	17	\$141.65		
July	18	\$149.98		
August	19	\$158.31		
September	20	\$166.64		
October	21	\$174.97		
November	22	\$183.30		
December	23	\$191.63		

If you apply in February

Birth month	Duration (Months)	New Applicant		
January	23	\$191.63		
February	12	\$100.00		
March	13	\$108.33		
April	14	\$116.66		
May	15	\$124.99		
June	16	\$133.32		
July	17	\$141.65		
August	18	\$149.98		
September	19	\$158.31		
October	20	\$166.64		
November	21	\$174.97		
December	22	\$183.30		

If you apply in March

Birth month	Duration (Months)	New Applicant		
January	22	\$183.30		
February	23	\$191.63		
March	12	\$100.00		
April	13	\$108.33		
May	14	\$116.66		
June	15	\$124.99		
July	16	\$133.32		
August	17	\$141.65		
September	18	\$149.98		
October	19	\$158.31		
November	20	\$166.64		
December	21	\$174.97		

If you apply in April

Birth month	Duration (Months)	New Applicant		
January	21	\$174.97		
February	22	\$183.30		
March	23	\$191.63		
April	12	\$100.00		
May	13	\$108.33		
June	14	\$116.66		
July	15	\$124.99		
August	16	\$133.32		
September	17	\$141.65		
October	18	\$149.98		
November	19	\$158.31		
December	20	\$166.64		

If you apply in May

Birth month	Duration (Months)	New Applicant		
January	20	\$166.64		
February	21	\$174.97		
March	22	\$183.30		
April	23	\$191.63		
May	12	\$100.00		
June	13	\$108.33		
July	14	\$116.66		
August	15	\$124.99		
September	16	\$133.32		
October	17	\$141.65		
November	18	\$149.98		
December	19	\$158.31		

If you apply in June

Birth month	Duration (Months)	New Applicant		
January	19	\$158.31		
February	20	\$166.64		
March	21	\$174.97		
April	22	\$183.30		
May	23	\$191.63		
June	12	\$100.00		
July	13	\$108.33		
August	14	\$116.66		
September	15	\$124.99		
October	16	\$133.32		
November	17	\$141.65		
December	18	\$149.98		

CERTIFIED INSTALLER CHART con't.

If you apply in July

Birth month	Duration (Months)	New Applicant		
January	18	\$149.98		
February	19	\$158.31		
March	20	\$166.64		
April	21	\$174.97		
May	22	\$183.30		
June	23	\$191.63		
July	12	\$100.00		
August	13	\$108.33		
September	14	\$116.66		
October	15	\$124.99		
November	16	\$133.32		
December	17	\$141.65		

If you apply in August

Birth month	Duration (Months)	New Applicant		
January	17	\$141.65		
February	18	\$149.98		
March	19	\$158.31		
April	20	\$166.64		
May	21	\$174.97		
June	22	\$183.30		
July	23	\$191.63		
August	12	\$100.00		
September	13	\$108.33		
October	14	\$116.66		
November	15	\$124.99		
December	16	\$133.32		

If you apply in September

Birth month	Duration (Months)	New Applicant		
January	16	\$133.32		
February	17	\$141.65		
March	18	\$149.98		
April	19	\$158.31		
May	20	\$166.64		
June	21	\$174.97		
July	22	\$183.30		
August	23	\$191.63		
September	12	\$100.00		
October	13	\$108.33		
November	14	\$116.66		
December	15	\$124.99		

If you apply in October

Birth month	Duration (Months)	New Applicant		
January	15	\$124.99		
February	16	\$133.32		
March	17	\$141.65		
April	18	\$149.98		
May	19	\$158.31		
June	20	\$166.64		
July	21	\$174.97		
August	22	\$183.30		
September	23	\$191.63		
October	12	\$100.00		
November	13	\$108.33		
December	14	\$116.66		

If you apply in November

Birth month	Duration (Months)	New Applicant		
January	14	\$116.66		
February	15	\$124.99		
March	16	\$133.32		
April	17	\$141.65		
May	18	\$149.98		
June	19	\$158.31		
July	20	\$166.64		
August	21	\$174.97		
September	22	\$183.30		
October	23	\$191.63		
November	12	\$100.00		
December	13	\$108.33		

If you apply in December

Birth month	Duration (Months)	New Applicant		
January	13	\$108.33		
February	14	\$116.66		
March	15	\$124.99		
April	16	\$133.32		
May	17	\$141.65		
June	18	\$149.98		
July	19	\$158.31		
August	20	\$166.64		
September	21	\$174.97		
October	22	\$183.30		
November	23	\$191.63		
December	12	\$100.00		

